

REVISED PROCEDURES FOR FILING COMPLAINTS UNDER
THE SERVICEMEMBERS CIVIL RELIEF ACT

1. Use Land Court Form LCB – 4 (9/05) Complaint. Attorney will complete form.
2. Attorney will also complete Order of Notice set (2) – do not fill in the return date or the issuing date.
3. Complaint may be presented at the front counter of the Land Court (or mailed in) with a check for \$255.00 made out to the Land Court. The Court will assign a case number.
4. The Complaint/Order of Notice are mirror images of each other – same information on each form - no more, no less information.
5. An Attested Order of Notice (for recording) will be completed by the Court and will be mailed to you – along with an instruction sheet, which will also instruct you to “Xerox” additional Order of Notices for publishing, service, and for filing your return for Judgment.
6. When requesting additional service (to record, to publish, or to serve by certified mail, return receipt requested or deputy sheriff) send along a completed order of notice packet (2). If you need to redo all three (3) requirements, also request that the previous issued Order of Notice(s) be cancelled. The Court will complete and return it to you. For your case number, only use your 6 (six) digit Land Court Case Number (i.e. **#325145**) and for any other Land Court correspondence or forms.
7. All new complaints, requests for additional Orders of Notice (Specials), returns of service, and dismissals **must be accompanied by a self-addressed stamped envelope.**